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The Cents per Kilometre Method Questionnaire

Taxpayer's name _____

Tax file number _____

Year ended _____

Type of motor vehicle _____

Registration number _____

1. How do your employment duties demand the need for you to use the car for work related purposes?

2. Does your employer require you to use your car in the course of your employment? YES/NO

If no, please explain why you believe that you are still entitled to claim your car expenses:

3. Please circle any of the descriptions below that best describes the nature of any business travel that you undertake during the year of income:

- Travel between two or more related workplaces;
- Travel from your base of operations at home to any related workplace;
- Travel because you had a shifting place of work;



- Travel where you commenced work before leaving home;
- Travel whilst carrying bulky equipment;
- Business trip on the way to work; or
- Travel for other purposes.

Please provide details of the nature of the business-related travel:

4. Substantiating business travel

Has your business travel involved trip(s) that are regular?

YES/NO

If yes, what records have you maintained to determine the amount of business kilometres that you travelled throughout the income tax year?

5. If any of your car's travel was irregular, what records (diary etc.) do you have to support your claim for the number of business kilometres you believe your car travelled?



Taxpayer's Cents per Kilometre Declaration

- A. I confirm that I own or lease a car for which I have undertaken business kilometres and I wish to make the above claim under the cents per kilometre method on the basis that I have incurred the above expenses in deriving my assessable income as required by my employer and I have the necessary records to substantiate my claim for business kilometres;
- B. My tax agent has explained to me the law as it relates to claims for car expenses under the cents per kilometre method including explaining the depreciation recoupment provisions that may apply on the sale of the car; and
- C. I understand that if I have any further queries it is my responsibility to raise them with my tax agent or request a Private Binding Ruling from the ATO.

Cents per kilometre worksheet

Taxpayer's name _____

Tax file number _____

Year ended _____

Type of motor vehicle _____

Registration number _____

Car details

1. Over what period was the car held during the year of income?

_____ To _____

2. If you owned one or more car(s) during the year of income, please provide the following details for each car:

Make/model

Registration number

Car 1: _____

Car 2: _____

Car 3: _____

3. How many business kilometres did the car travel during the year of income?

_____ Kilometres

Cents per kilometre claim

1. Cents per kilometre rate applicable: **68 cents**
2. Total number of business kilometres travelled throughout the year: _____ x _____ kms
(Maximum claim of 5,000kms per car for the year)



Total claim under the cents per kilometre method \$

Signed

Dated

